

ADDING ATTACHMENTS TO A PDF DOCUMENT

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To add an attachment to a PDF Main Document, you will need to be at the screen where you are first prompted to Browse for a PDF Document. In this exercise, we are going to file a motion and attach a notice, certificate of service and proposed order.

- STEP 1** Click **[Browse]** and navigate to the directory where the motion PDF file is located. (See Figure 1a)
- To make certain you are about to associate the

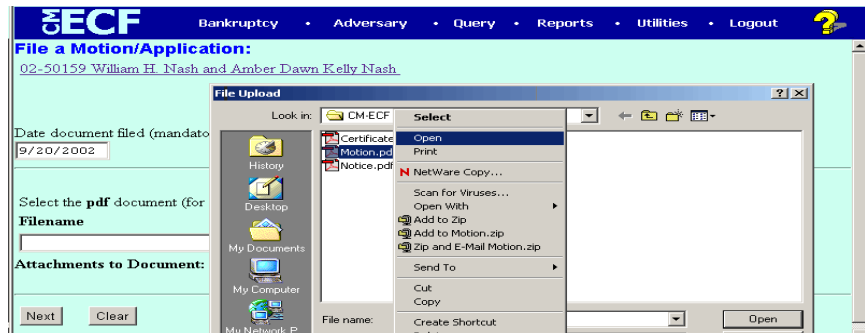


Figure 1a

correct PDF file for this entry, right click on the filename and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- Close or minimize the Adobe Acrobat by clicking on the control box in the upper right hand corner of the window and select **[Open]**
- ◆ Select the **[●Yes]** radio button at the right of the **Attachments to Document** prompt and click **[Next]**. (See Figure 1b)

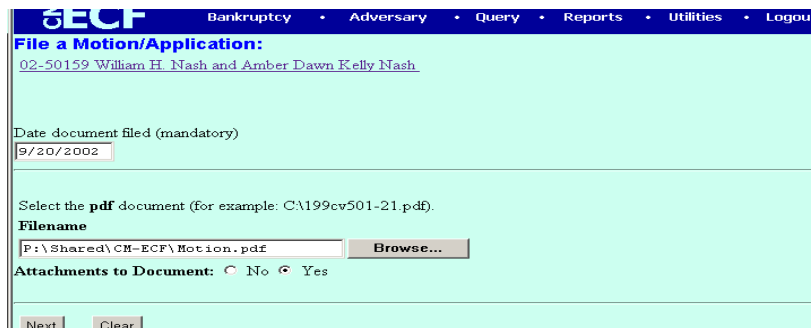


Figure 1b

STEP 2

The **ATTACHMENT** screen will now be displayed (See Figure 2a)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a header with the ECF logo and a help icon. The main content area is titled "Select one or more attachments." and contains three numbered instructions: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) Select a document type and/or enter a description. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button. The form includes a "Filename" input field with a "Browse..." button, a "Type" dropdown menu, a "Description" input field, and a list box with "Add to List" and "Remove from List" buttons. A "Next" button is at the bottom left.

Figure 2a



There are three steps to the attachment process:

1. Click [**Browse**] then navigate to the directory where the appropriate PDF file (i.e. Notice) is located.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe Acrobat by clicking on the control box in the upper right hand corner of the window.
2. Select **Notice** as the attachment type from the drop down list. (See Figure 2b)

This screenshot shows the same ECF Attachment screen as Figure 2a, but with the "Type" dropdown menu open. The menu lists several document types: Affidavit, Certificate of Service, Exhibit, Notice (which is highlighted), Notice of Hearing, Proposed Order, Revision, Supplement, and Attorney Disclosure of Fees. The "Filename" field now contains the path "P:\CM-ECF Images\Vicky\Notice.pdf". The "Description" field is empty. The "Add to List" and "Remove from List" buttons are still present, along with the "Next" button at the bottom left.

Figure 2b

You may enter a description in the **Description Box**. This description appears in docket text.

3. You must click **[Add to List]**. The path and file name are added to the **List** box. (See Figure 2c.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

Browse...

2) Select a document type and/or enter a description.

Type Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

P:\CM-ECF Images\Vicky\Notice.pdf

Add to List

Remove from List

Next

Figure 2c

- It is possible to add multiple attachments at this time by repeating steps 1 through 3 on this screen. At this time the Certificate of Sevice and Proposed Order can be added as attachments. (See Figure 2c)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

Browse...

2) Select a document type and/or enter a description.

Type Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

P:\CM-ECF Images\Vicky\Notice.pdf
P:\CM-ECF Images\Vicky\Cert of Svc.pdf
P:\CM-ECF Images\Vicky\Proposed Order.pdf

Add to List

Remove from List

Next

Figure 2c

- Click **[Next]** .

Step 3 The **Final Docket Text** will appear as follows. (See Figure 3)

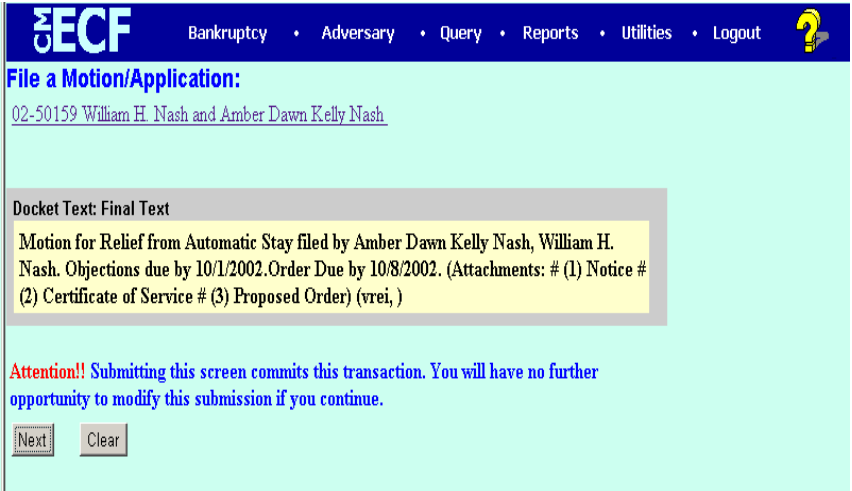


Figure 3

Step 4 When you are in Pacer and using **Query** to view a document that has been filed, the main document and each attachment will have a separate number to select to view that part of the docket entry (See Figure 4)

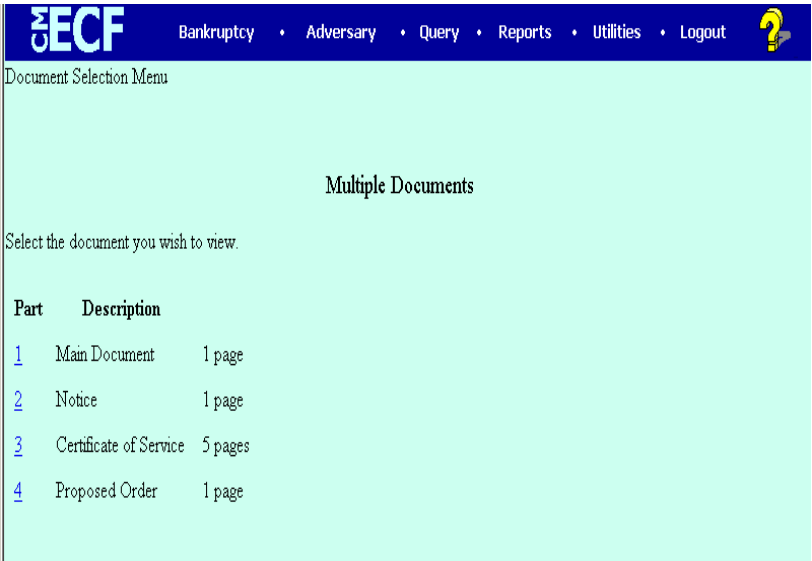


Figure 4